

EnMS Records Control Index Example

EXAMPLE EnMS RECORDS INDEX (partially completed)			DATE:	
Identification (Record Type or Title)	Record Owner (Responsible Position)	Storage Location	Retrieval by:	Minimum Retention Time
Appointment of Energy Management Representative	Energy Management Representative	k://EnMS/records	Title	Indefinite
Natural Gas Consumption Data	Energy Coordinator	k:/EnMS/energyreview/natgas	Date	5 years
Electrical Consumption Data	Energy Coordinator	k:/EnMS/energyreview/elec	Date	5 years
Propane Purchase Orders and Invoices	Purchasing Specialist	Purchasing File Cabinet A	Date	5 years
Fuel Purchase Orders, Delivery Tickets and Invoices	Purchasing Specialist	Purchasing File Cabinet A	Vendor name/date	5 years
General EnMS Awareness Training Records (sign-in sheets)	Department Managers	Departmental File Cabinets	Date	3 years
Preventive Maintenance (PM) Records	Maintenance Manager	MISMO PM Database	Equipment name/date	3 years
Internal EnMS Audit Records	Internal Audit Program Manager	k://EnMS/audits	Date	5 years

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Internal Auditor Training Records	Internal Audit Program Manager	k://EnMS/audits/trainingrecs	Employee Name	3 years